

# THE ESSENTIAL IT CHECKLIST CHRISTMAS EDITION..



## #1 SETUP EMAIL AUTO-REPLIES

Include return date  
Include emergency contact details  
Test to make sure it's working



## #2 SETUP CALL DIVERTS AND MESSAGING



## #3 TALK TO IT PROVIDER ABOUT CCTV



## #4 LET OUR IT PROVIDER KNOW OUR CLOSURE DATES

Also, have them check our backup and security



## #5 ARRANGE POWER SURGE PROTECTION BY INSTALLING A UPS



## #6 ASK OUR IT PROVIDER IF THERE'S A BETTER SOLUTION THAN REMOTE ACCESS



## #7 BE WORRY FREE ON YOUR BREAK

# HAPPY HOLIDAYS!

DISCOVER AN EASIER WAY TO MANAGE YOUR IT. YOU'LL BE GLAD YOU DID.

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